



About WSGC

The Washington State Gambling Commission is a law enforcement, licensing and regulatory agency. It was created by the Legislature in 1973 after a series of gambling related scandals. The Commission has 168 full-time positions, of which approximately 90 are commissioned law enforcement officers responsible for enforcing gambling laws within Washington State. The WSGC is a non-represented and non-appropriated agency, funded through licensing and regulatory fees paid by licensees and tribal governments.

OUR MISSION:

Protect the public by ensuring gambling is legal and honest.

OUR VISION:

Anticipate, Innovate and Excel

OUR VALUES:

Integrity, Professionalism, Respect and Diversity.

EXEMPT POSITION ANNOUNCEMENT

Position: **Gambling Special Agent 1 In-Training**

Location: Financial Investigations Unit, Lacey Headquarters

Salary: \$3,004 – 3,484 starting per month

Closes: Open until filled

Recruit. #: 06-EMS-06

The Licensing Operations Division's Financial Investigations Unit is responsible for ensuring the funds used to begin gambling operations in Washington are from legitimate and qualified sources.

Position Description

The Gambling Special Agent 1 In-training is an entry level position. Advancement to a full Gambling Special Agent is achieved upon successful completion of the training components. Duties include:

- Planning and conducting licensing investigations and making licensing decisions for individual and commercial applicants/licensees.
- Analyzing the ownership and financial structure of businesses to determine that all owners, officers and substantial interest holders have been properly identified and are qualified for licensure as set forth in RCW and WAC.
- Tracing all funds used to start the business or to begin operations in Washington, ensuring those funds come from qualified sources.
- Analyzing complex, multi-level corporations to ensure the correct business is licensed.
- Analyzing commercial and nonprofit financial statements to ensure the licensee is in compliance with WAC.

Special Requirements

This position has occasional work in excess of 40 hours per week, and could require in and out of state travel, with overnight stays of up to two weeks. You must have the required documents to allow you to travel outside the country.

Desirable Education/Experience

A bachelor's degree involving major study in accounting, business or closely related field.

Requirements

The Gambling Special Agent is a commissioned law enforcement officer of the state of Washington and must have the highest level of integrity and ethical conduct. Gambling Special Agents must meet all of the following:

- Be a United States Citizen.
- Possess a valid Washington State driver's license.
- Not have any felony convictions.
- Not have any misdemeanor convictions related to controlled substances, theft, moral turpitude, fraud, larceny, or crimes of violence within the last five years.
- Not have been convicted of any crime associated with domestic violence.
- Not have a DUI conviction within the last three years, or a substantial accumulation of driving violations, indicating a disregard for rules and regulations.
- Not use or possess illegal narcotics or controlled substances:
 - Drug free – no use of any drugs within the three (3) year period immediately preceding appointment.
 - Marijuana – no use within the three (3) year period immediately preceding appointment and use limited to experimentation.
 - Amphetamines, Cocaine, and Opiates – no use within the five (5) year period immediately preceding appointment and use limited to experimentation.

(Continued)

Experience in accounting and conducting regulatory investigations with other local, state, and federal agencies, and tribal governments.

Experience reviewing financial statements from nonprofit and commercial entities.

Core Competencies

Communication - Conveys information in writing and through spoken word using language that is appropriate to both the complexity of the topic and the knowledge and understanding of the individual/group with whom he/she is communicating. Documents in a manner that is methodical and readily understood by others.

Relationship Building and Influence - Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual regard.

Ethics and Integrity - Earns the trust, respect, and confidence of coworkers and customers through honesty, forthrightness, and professionalism.

Diversity – Actively contributes to a work environment that embraces diversity and brings together the strengths and perspectives of diverse groups to meet organizational needs.

Accountability – Accepts personal responsibility for the job, the quality and timeliness of work and meeting expectations. Can be relied upon to achieve expected results, meet deadlines and adhere to work schedules. Links mission/vision/values to everyday work.

Initiative – Sends and responds to opportunities to resolve problems, achieve goals, or otherwise advance the organization's mission.

Analysis and Judgment – Uses data and information in a clear and rational thought process to assess and understand issues, evaluate options, form accurate conclusion, and make decisions.

Adaptability & Flexibility – Adapts easily to changing business needs, conditions and work responsibilities. Adapts approach, goals and methods to achieve successful solutions and results.

Salary

**Special Agent
In-Training**
(Starting salary)
\$3,004 – \$3,484

Special Agent
(18 months)
\$3,581

Special Agent
(in 3-4 yrs)
\$4,351

Requirements - Continued

- Hallucinogens– no use within the ten (10) year period immediately preceding appointment and use limited to experimentation.
- Refrain from excessive alcohol consumption.
- Adhere to our agency policy prohibiting gambling in Class III or regulated gambling activities within the state of Washington. Employees and household members shall not participate in the operation or management of any agency regulated gambling activity.

Gambling Special Agent 1 candidates must successfully complete the following:

- Extensive background investigation.
- Post-offer polygraph examination.
- Post-offer psychological evaluation.

In addition to the salaries listed above, Gambling Special Agents have the opportunity for additional compensation for qualified certifications and education.

Benefits

- Flexible work schedule of 160 hours within a 28-day work period.
- Broad developmental opportunities, including a tuition reimbursement program and veteran's on-the-job training program.
- Medical, dental, and vision insurance, as well as basic life and long term disability insurance plans for employee and their family. Additional insurance coverage is available at special group rates.
- Choice of retirement plans, which include an employer contribution. In addition, the state offers a Deferred Compensation program for tax-deferred retirement investment.
- Leave benefits include 12-22 days of vacation per year; 11 paid holidays, and 12 days of paid sick leave per year.

Application Process:

If you meet the requirements and have the necessary competencies to perform well in this position, please submit:

- [Application](#) **or** current resume that includes names of employers, dates of employment, education, salary history, and reasons for leaving employment.
- A minimum of three employment references with current addresses and phone numbers.
- Copy of college transcripts.

E-mail application materials to Christieh@wsgc.wa.gov or mail to:

Washington State Gambling Commission
Human Resources Office
P.O. Box 42400
Olympia, Washington 98504-2400
Phone: (360) 486-3459
Fax: (360) 486-3624

The Washington State Gambling Commission is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternate format may call the Human Resources & Training Division at (360) 486-3458 or (360) 486-3637 (voice/TDD).